



Essex County Council

Instruction to your Bank/Building Society to pay by Direct Debit



Please complete the form in ballpoint pen & return to:

Originators Identification Number

Essex County Council
Income Collection Team,
PO Box 4, County Hall
Chelmsford, Essex CM1 1JZ

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DOM/RESI

Reference Number

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Name(s) of Account Holder(s)

FOR ESSEX COUNTY COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank/Building Society

Please note Direct Payments will be collected Monthly in line with our billing cycle.

Notification of the amount and date of each collection will be notified to you in advance on your invoice.

Bank/ Building Society Account Number

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Branch Sort Code

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Instruction to your Bank/Building Society.

Please pay Essex County Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Essex County Council and if so, details will be passed electronically to my Bank/Building Society.

Name & full postal address of your Bank/Building Society

To The Manager Bank/ Building Society

Post Code

Signatures

Date

Banks/Building Societies may not accept Direct Debit Instructions for some type of accounts

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee

- The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the organisation will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request the organisation to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the organisation or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when the organisation asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify the organisation.



The simplest and easiest way is to pay by Direct Debit

Here's Why: -

- You remain in control
- You have a money back guarantee
- It's paid monthly by you, only sign one form and your Bank/Building Society does the rest.
- You can forget queues, cheques and postal orders
- It's a lot safer than cash

It is also cheaper and simpler for the council to administer, which benefits everyone in the County

So how do you change to Direct Debit?

Simply complete the Direct Debit Instruction overleaf and return it to
Essex County Council